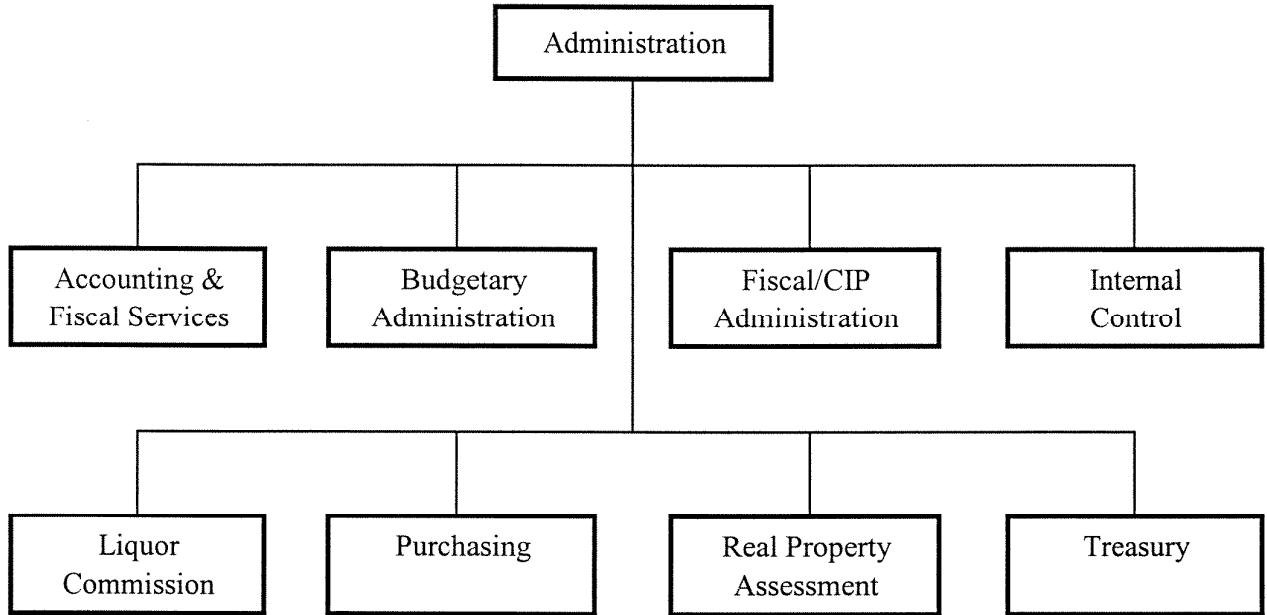


# Department of Budget and Fiscal Services

**DEPARTMENT OF BUDGET AND FISCAL SERVICES  
(BFS)  
ORGANIZATION CHART**



## **DEPARTMENT OF BUDGET AND FISCAL SERVICES (BFS)**

### **RESPONSIBILITIES**

The Department of Budget and Fiscal Services is the City's central financial agency. It is responsible for all aspects of the City's finances, including billing, collection, keeping accurate and complete account of receipts and disbursements, management of the City's treasury and funds, and preparation and maintenance of a perpetual inventory of all lands and equipment owned or controlled by the City.

It provides long-range financial planning, prepares and manages the City's operating and capital program and budget, provides information pertaining to the financial affairs of the City, reviews the manner in which public funds are received and expended and reports to the Mayor on the integrity with which public funds are accounted for and on the financial responsibility of officers and employees administering public funds.

It provides an assessment of all real property in the City, sells real property upon which improvement assessments are not paid within the period prescribed, and disposes of personal property not needed by any City agency, pursuant to policies established by the City Council. It also rents or leases City property (except property controlled by the Board of Water Supply), and awards concessions, pursuant to law and to policies established by the City Council. It purchases materials, supplies and equipment and contracts for services of independent contractors for all City agencies.

It prepares the City's payrolls and pension rolls and administers the City's Risk Management Program. It also administratively supports the Liquor Commission, two Boards of Review, the Board of Trustees of the Police Officers, Fire Fighters and Bandmembers Pension Fund, and the Pension Board of the City and County of Honolulu.

### **MISSION STATEMENT**

Public service with fiscal integrity.

### **GOALS AND OBJECTIVES**

1. To ensure adequate funding for City services to meet its residents' needs.
  - a) To assess and improve the productivity and cost effectiveness of City operations.
  - b) To assess and improve the operations of the department to optimize resource allocations.
2. Increase departmental efficiency by utilizing compatible technology and revising current processing procedures and policies.
3. Provide user-friendly services to the public by re-directing personnel and resources.
4. Enhance employee proficiency by providing applicable and appropriate training.

### **BUDGET INITIATIVES AND HIGHLIGHTS**

The FY 2003 operating budget totals \$16,876,840, which reflects a 5.4 percent increase over the current fiscal year. This increase is primarily due to negotiated salary increases.

# DEPARTMENT OF BUDGET AND FISCAL SERVICES

Continued...

## PERFORMANCE MEASURES

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2001	FY 2002	FY 2003
Real Property Taxes Collected to Total Amount Billed	%	98.7%	99.0%	99.0%
Improvement District Assessments Collected to Total Amount Billed	%	109.7%	99.9%	99.9%
Refuse Services Charges Collected to Total Amount Billed	%	91.5%	92.0%	92.0%
Delinquent Receivables Collected	%	50.0%	45.0%	45.0%
Average Rate of Return on City-Controlled Funds	%	6.17%	3.0%	2.0%
Average Processing Time of Land Ownership Document from Recording Date	WEEKS	6	5	5
Coefficient of Dispersion for Real Property Sales Analysis	RATIO	7:11	10:00	10:00

## DEPARTMENT OF BUDGET AND FISCAL SERVICES

### DEPARTMENT POSITIONS

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	352.00	345.00	349.00	0.00	349.00
Temporary Positions	7.00	4.00	0.00	0.00	0.00
Contract Positions	3.00	4.00	5.00	0.00	5.00
<b>TOTAL</b>	<b>362.00</b>	<b>353.00</b>	<b>354.00</b>	<b>0.00</b>	<b>354.00</b>

### EXPENDITURES BY APPROPRIATION UNIT

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Administration	\$ 555,150	\$ 655,267	\$ 645,791	\$ 0	\$ 645,791
Accounting & Fiscal Services	3,265,078	3,512,333	4,047,374	0	4,047,374
Internal Control	328,572	327,588	375,900	0	375,900
Purchasing & General Services	1,149,670	1,222,906	1,345,625	0	1,345,625
Treasury	1,308,039	1,538,049	1,686,538	0	1,686,538
Real Property	3,676,956	4,214,442	4,212,327	0	4,212,327
Liquor Commission	1,987,958	2,833,160	2,750,242	0	2,750,242
Budgetary Administration	512,545	666,748	698,626	0	698,626
Fiscal/CIP Administration	661,238	1,036,769	1,114,417	0	1,114,417
<b>TOTAL</b>	<b>\$ 13,445,206</b>	<b>\$ 16,007,262</b>	<b>\$ 16,876,840</b>	<b>\$ 0</b>	<b>\$ 16,876,840</b>

### CHARACTER OF EXPENDITURES

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 11,984,774	\$ 13,273,001	\$ 14,451,845	\$ 0	\$ 14,451,845
Current Expenses	1,412,503	2,659,511	2,348,795	0	2,348,795
Equipment	47,929	74,750	76,200	0	76,200
<b>TOTAL</b>	<b>\$ 13,445,206</b>	<b>\$ 16,007,262</b>	<b>\$ 16,876,840</b>	<b>\$ 0</b>	<b>\$ 16,876,840</b>

### SOURCE OF FUNDS

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 10,541,274	\$ 11,835,374	\$ 12,562,566	\$ 0	\$ 12,562,566
Sewer Fund	215,842	199,448	232,483	0	232,483
Special Events Fund	144,089	115,226	132,494	0	132,494
Housing & Comm Dev Sec 8 Fund	110,280	114,965	140,886	0	140,886
Federal Grants Fund	161,710	313,244	336,112	0	336,112
Community Development Fund	284,053	591,045	717,257	0	717,257
Liquor Commission Fund	1,987,958	2,833,160	2,750,242	0	2,750,242

## DEPARTMENT OF BUDGET AND FISCAL SERVICES

Continued..

### SOURCE OF FUNDS

Refuse Genl Operating Acct -SWSF	0	4,800	4,800	0	4,800
<b>TOTAL</b>	\$ 13,445,206	\$ 16,007,262	\$ 16,876,840	\$ 0	\$ 16,876,840

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Administration Program**

**Program Description**

This program provides department-wide leadership and coordination to activities. It also is responsible for City-wide risk management concerns and administers the Premium Conversion and the Deferred Compensation Plans.

**Program Positions**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	11.00	11.00	12.00	0.00	12.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	1.00	0.00	0.00	0.00
<b>TOTAL</b>	11.00	12.00	12.00	0.00	12.00

**Character of Expenditures**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 537,028	\$ 613,012	\$ 605,106	\$ 0	\$ 605,106
Current Expenses	18,122	42,255	40,685	0	40,685
Equipment	0	0	0	0	0
<b>TOTAL</b>	\$ 555,150	\$ 655,267	\$ 645,791	\$ 0	\$ 645,791

**Source of Funds**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 555,150	\$ 655,267	\$ 645,791	\$ 0	\$ 645,791
<b>TOTAL</b>	\$ 555,150	\$ 655,267	\$ 645,791	\$ 0	\$ 645,791

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Accounting & Fiscal Services Program**

**Program Description**

This program is responsible for managing City funds and reviewing the manner in which public funds are received and expended. To accomplish these responsibilities, it prepares financial statements, administers the central preparation of payroll, and insures that expenditures are in accordance with the City's budget ordinances and allotment schedules.

**Program Highlights**

The fiscal year 2003 budget provides for the conversion of four temporary positions to permanent positions. The budget also provides two new contract positions to provide detailed accounting requirements needed under enterprise standards and to provide financial reporting for Community Development Block Grant (CDBG) projects.

**Output Measures**

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2001	FY 2002	FY 2003
Purchase orders and requisitions processed	#	43,900	44,000	44,000
Claims vouchers processed	#	21,200	22,000	22,000

**Program Positions**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	82.00	82.00	86.00	0.00	86.00
Temporary Positions	4.00	4.00	0.00	0.00	0.00
Contract Positions	2.00	2.00	4.00	0.00	4.00
<b>TOTAL</b>	<b>88.00</b>	<b>88.00</b>	<b>90.00</b>	<b>0.00</b>	<b>90.00</b>

**Character of Expenditures**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 3,180,784	\$ 3,250,288	\$ 3,851,525	\$ 0	\$ 3,851,525
Current Expenses	84,294	262,045	195,849	0	195,849
Equipment	0	0	0	0	0
<b>TOTAL</b>	<b>\$ 3,265,078</b>	<b>\$ 3,512,333</b>	<b>\$ 4,047,374</b>	<b>\$ 0</b>	<b>\$ 4,047,374</b>



**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Accounting & Fiscal Services Program**

**Source of Funds**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 2,633,157	\$ 2,852,650	\$ 3,206,991	\$ 0	\$ 3,206,991
Sewer Fund	215,842	198,248	231,283	0	231,283
Special Events Fund	144,089	115,226	132,494	0	132,494
Housing & Comm Dev Sec 8 Fund	110,280	114,965	128,886	0	128,886
Federal Grants Fund	161,710	231,244	266,112	0	266,112
Community Development Fund	0	0	81,608	0	81,608
<b>TOTAL</b>	<b>\$ 3,265,078</b>	<b>\$ 3,512,333</b>	<b>\$ 4,047,374</b>	<b>\$ 0</b>	<b>\$ 4,047,374</b>

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Internal Control Program**

**Program Description**

Internal Control is a professional objective activity established within the Department of Budget and Fiscal Services to examine and evaluate financial activities as a service to the City. This activity audits, reviews, monitors and evaluates the controls and processes for recording financial transactions and safeguarding City assets and recommends practical changes and economical improvements to management. The function strives to adhere to the Standards for the Professional Practice of Internal Auditing.

**Output Measures**

DESCRIPTION	UNIT	ACTUAL FY 2001	ESTIMATED	
			FY 2002	FY 2003
Audits, reviews, evaluations, and analyses		43	45	45

**Program Positions**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	7.00	7.00	7.00	0.00	7.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	7.00	7.00	7.00	0.00	7.00

**Character of Expenditures**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 322,892	\$ 320,388	\$ 367,500	\$ 0	\$ 367,500
Current Expenses	5,680	7,200	8,400	0	8,400
Equipment	0	0	0	0	0
<b>TOTAL</b>	\$ 328,572	\$ 327,588	\$ 375,900	\$ 0	\$ 375,900

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Internal Control Program**

**Source of Funds**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 328,572	\$ 327,588	\$ 375,900	\$ 0	\$ 375,900
<b>TOTAL</b>	\$ 328,572	\$ 327,588	\$ 375,900	\$ 0	\$ 375,900

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Purchasing & General Services Program**

**Program Description**

This program is responsible for procuring all materials, supplies, equipment, and services for City departments and agencies; processing construction, consultant, and personal services contracts; maintaining inventory of all City personal property; exchange, disposal, sale, or transfer of surplus equipment; and managing City-owned real property not utilized by other departments.

**Program Highlights**

The budget reflects the decrease of one position which is transferred to the Department of Facility Management to provide relocation assistance to property owners who may be displaced by City action.

**Output Measures**

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2001	FY 2002	FY 2003
Purchase Orders Processed	#	62,000	63,000	64,000
Purchase Requisitions Processed	#	1267	1600	1700
Personal + Consultant Contracts	#	597	600	600

**Program Positions**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	28.00	28.00	27.00	0.00	27.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>28.00</b>	<b>28.00</b>	<b>27.00</b>	<b>0.00</b>	<b>27.00</b>

**Character of Expenditures**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 1,086,644	\$ 1,121,431	\$ 1,250,750	\$ 0	\$ 1,250,750
Current Expenses	57,171	101,475	94,875	0	94,875
Equipment	5,855	0	0	0	0
<b>TOTAL</b>	<b>\$ 1,149,670</b>	<b>\$ 1,222,906</b>	<b>\$ 1,345,625</b>	<b>\$ 0</b>	<b>\$ 1,345,625</b>

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Purchasing & General Services Program**

**Source of Funds**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 1,149,670	\$ 1,222,906	\$ 1,345,625	\$ 0	\$ 1,345,625
<b>TOTAL</b>	\$ 1,149,670	\$ 1,222,906	\$ 1,345,625	\$ 0	\$ 1,345,625

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Treasury Program**

**Program Description**

This program administers the treasury management program, general collections program, real property tax collection and tax relief programs, and special assessment programs.

**Output Measures**

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2001	FY 2002	FY 2003
Delinquent Real Property Tax				
Accounts	#	5,291	7,600	7,600
Delinquent Real Property Tax				
Amounts	MILLION	\$8.6	\$8.2	\$8.2
Delinquent Real Property Tax	%	2.24%	2.00%	2.00%
Delinquent Improvement District				
Assessment	%	2.10%	1.00%	1.00%
Delinquent Refuse Receivables	%	10.00%	10.00%	10.00%
Delinquent Sewer Receivables	%	0.01%	0.05%	0.05%
ADMINISTRATION:				
Sale of Bonds:				
General Obligation	#	2	1	1
Others	#	1	2	4
Redemption of Matured Bonds	#	365	150	150
Redemption of Matured Coupons	#	965	150	60
GENERAL SERVICES:				
Agency Deposits	#	18,348	18,400	18,400
Checks Issued	#	159,755	159,600	159,000
Checks Cleared	#	161,334	161,200	161,000
Dishonored Checks Returned by				
Banks	#	3,598	3,600	3,600
Refunds and Debit Memos				
Debit Memos Processed	#	492	500	500
Cash Transfer and Adjustment				
Vouchers Processed	#	2,284	2,300	2,300
IMPROVEMENT DISTRICT ASSESSMENT				
Billings				
Refuse service charges	#	14,119	14,200	14,200

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Treasury Program**

**OUTPUT MEASURES**

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2001	FY 2002	FY 2003
Sewer service charges	#	3,476	3,500	3,500
Other charges	#	182	180	180
Collections				
Refuse services	#	11,148	11,200	11,200
Sewer services	#	3,319	3,400	3,500
Other services	#	282	290	290
Improvement Districts in Force	#	18	19	19
Accounts in Force	#	846	750	700
Delinquent Billings	#	582	500	475
City-Initiated Districts - New	#	---	---	---
Maintenance Districts	#	1	1	---
Maintenance Accounts in Force	#	199	---	---
Waikiki Business Imp. Dist.	#	---	4,700	4,700
<b>REAL PROPERTY TAX</b>				
Billing	#	474,040	475,000	477,000
Collections Processed	#	241,675	243,000	244,000

**Program Positions**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	32.00	32.00	32.00	0.00	32.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	32.00	32.00	32.00	0.00	32.00

**Character of Expenditures**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 1,015,316	\$ 1,125,165	\$ 1,282,214	\$ 0	\$ 1,282,214
Current Expenses	292,723	412,884	404,324	0	404,324
Equipment	0	0	0	0	0
<b>TOTAL</b>	\$ 1,308,039	\$ 1,538,049	\$ 1,686,538	\$ 0	\$ 1,686,538

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Treasury Program**  
Continued..

**Source of Funds**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 1,308,039	\$ 1,520,049	\$ 1,668,538	\$ 0	\$ 1,668,538
Federal Grants Fund	0	12,000	0	0	0
Sewer Fund	0	1,200	1,200	0	1,200
Refuse Genl Operating Acct -SWSF	0	4,800	4,800	0	4,800
Housing & Comm Dev Sec 8 Fund	0	0	12,000	0	12,000
<b>TOTAL</b>	\$ 1,308,039	\$ 1,538,049	\$ 1,686,538	\$ 0	\$ 1,686,538



**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Real Property Program**

**Program Description**

This program annually identifies, evaluates, and assesses all real property within the City and County of Honolulu.

**Output Measures**

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2001	FY 2002	FY 2003
Appeals pending end of FY	#	2,500	2,300	2,300
Appeals filed	#	2,500	2,500	2,800
Assessment parcels	#	256,839	259,273	260,000
Building inspections	#	15,000	15,000	15,000
Exemptions processed	#	25,000	25,000	30,000
Counter service	#	9,000	10,000	11,000
Land map drafting (parcels)	#	7,901	5,000	5,000
Total Documents:				
Parcels affected	#	36,262	40,000	40,000
Abstracted	#	29,276	25,000	25,000

**Program Positions**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	117.00	107.00	107.00	0.00	107.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	117.00	107.00	107.00	0.00	107.00

**Character of Expenditures**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 3,202,219	\$ 3,603,034	\$ 3,743,219	\$ 0	\$ 3,743,219
Current Expenses	474,421	611,408	469,108	0	469,108
Equipment	316	0	0	0	0
<b>TOTAL</b>	\$ 3,676,956	\$ 4,214,442	\$ 4,212,327	\$ 0	\$ 4,212,327

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Real Property Program**

**Source of Funds**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 3,676,956	\$ 4,214,442	\$ 4,212,327	\$ 0	\$ 4,212,327
<b>TOTAL</b>	\$ 3,676,956	\$ 4,214,442	\$ 4,212,327	\$ 0	\$ 4,212,327

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Liquor Commission Program**

**Program Description**

The Liquor Commission controls, regulates, and supervises the manufacture, importation and sale of intoxicating liquor through inspections, enforcement, licensing, registration and education.

**Program Highlights**

The fiscal year 2003 salaries include funding for a contract staff attorney to aggressively prosecute liquor violations. Major current expense items include rental payment for office space and contractual services to improve the effectiveness of the Liquor Commission.

**Output Measures**

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2001	FY 2002	FY 2003
Liquor licenses	#	1,484	1,440	1,440
Violations	#	435	350	350
Licenses in compliance	#	992	1,110	1,110

**Program Positions**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	50.00	50.00	50.00	0.00	50.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	1.00	1.00	1.00	0.00	1.00
<b>TOTAL</b>	51.00	51.00	51.00	0.00	51.00

**Character of Expenditures**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 1,539,427	\$ 1,847,040	\$ 1,897,492	\$ 0	\$ 1,897,492
Current Expenses	408,246	911,370	783,050	0	783,050
Equipment	40,285	74,750	69,700	0	69,700
<b>TOTAL</b>	\$ 1,987,958	\$ 2,833,160	\$ 2,750,242	\$ 0	\$ 2,750,242

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Liquor Commission Program**

**Source of Funds**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Liquor Commission Fund	\$ 1,987,958	\$ 2,833,160	\$ 2,750,242	\$ 0	\$ 2,750,242
<b>TOTAL</b>	\$ 1,987,958	\$ 2,833,160	\$ 2,750,242	\$ 0	\$ 2,750,242

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Budgetary Administration Program**

**Program Description**

This program provides centralized budgetary services which includes the preparation and administration of the annual operating budget. It formulates and administers budgetary policies consistent with Administration's objectives. It also evaluates the effectiveness of individual program activities in achieving its goals and mandates as well as provides organizational review and budgetary review of city programs and activities.

**Output Measures**

DESCRIPTION	UNIT	ACTUAL	ESTIMATED	
		FY 2001	FY 2002	FY 2003
Position-related Actions Reviewed	#	450	600	600
Personal Services Contracts	#	240	250	250
Appropriation and Allotment				
Vouchers Reviewed	#	340	400	400
Reorganization Proposals Reviewed	#	5	10	10

**Program Positions**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	12.00	12.00	12.00	0.00	12.00
Temporary Positions	0.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	12.00	12.00	12.00	0.00	12.00

**Character of Expenditures**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 478,585	\$ 605,448	\$ 637,426	\$ 0	\$ 637,426
Current Expenses	32,487	61,300	61,200	0	61,200
Equipment	1,473	0	0	0	0
<b>TOTAL</b>	\$ 512,545	\$ 666,748	\$ 698,626	\$ 0	\$ 698,626

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Budgetary Administration Program**

**Source of Funds**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
General Fund	\$ 512,545	\$ 646,520	\$ 698,626	\$ 0	\$ 698,626
Community Development Fund	0	20,228	0	0	0
<b>TOTAL</b>	\$ 512,545	\$ 666,748	\$ 698,626	\$ 0	\$ 698,626

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Fiscal/CIP Administration Program**

**Program Description**

This program is responsible for overseeing citywide financial planning and analysis, the formulation, review, preparation and implementation of the annual Capital Program and Budget and administers the U.S. Department of Housing and Urban Development's Community Development Block Grant, HOME Investment Partnerships, and Emergency Shelter Grant programs to insure proper program management, timely completion of projects and continued compliance with program mandates.

**Output Measures**

DESCRIPTION	UNIT	ACTUAL FY 2001	ESTIMATED	
			FY 2002	FY 2003
Independent Services Contracts				
Processed	#	386	443	450
Appropriation and Allotment				
Vouchers Processed	#	315	350	350
Applications for HUD funds				
Processed	#	43	70	70
Audit of subrecipients	#	0	10	20

**Program Positions**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Permanent Positions	13.00	16.00	16.00	0.00	16.00
Temporary Positions	3.00	0.00	0.00	0.00	0.00
Contract Positions	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	16.00	16.00	16.00	0.00	16.00

**Character of Expenditures**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Salaries and Wages	\$ 621,879	\$ 787,195	\$ 816,613	\$ 0	\$ 816,613
Current Expenses	39,359	249,574	291,304	0	291,304
Equipment	0	0	6,500	0	6,500
<b>TOTAL</b>	\$ 661,238	\$ 1,036,769	\$ 1,114,417	\$ 0	\$ 1,114,417

**DEPARTMENT OF BUDGET AND FISCAL SERVICES**  
**Fiscal/CIP Administration Program**

**Source of Funds**

	ACTUAL FY 2001	BUDGET FY 2002	PROPOSED FISCAL YEAR 2003		
			CURRENT SERVICES	BUDGET ISSUES	TOTAL
Community Development Fund	\$ 284,053	\$ 570,817	\$ 635,649	\$ 0	\$ 635,649
General Fund	377,185	395,952	408,768	0	408,768
Federal Grants Fund	0	70,000	70,000	0	70,000
<b>TOTAL</b>	<b>\$ 661,238</b>	<b>\$ 1,036,769</b>	<b>\$ 1,114,417</b>	<b>\$ 0</b>	<b>\$ 1,114,417</b>